

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. M-1PAGE
NO. 1

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

DEPARTMENT OF PUBLIC WORKS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CONTRACT FILE

Size: Legal size

Dates: 1950 - -

Quantity: 5 file drawers, 3 transfiles

File Arrangement: By year and type of contract, then
by contract number

This file is arranged by contract number within the year and under the subject of the contract for City projects relating to paving, sidewalks, water and sewers, and storm drains. The file folders contain all or some of the following papers:

Aids and tabulations

Correspondence

Contracts and agreements

Inter-office Memoranda

Permits and extensions

Plans and drawings

Request for Review and Approval of Planning Documents
(CFA Form 430)

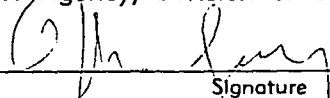
Requests for payment

Specifications

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER COMPLETION OF THE PROJECT, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

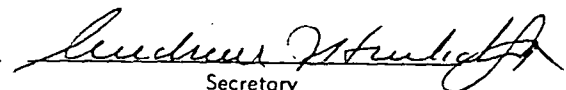
7. Agency, Division or Bureau Representative



Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.5/15/1962
Date
ArchivistMAY 17 1962
Date
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
| 2. | <p><u>UTILITY PERMIT FILE</u></p> <p>Size: Legal size Dates: 1956 - - Quantity: 1 file drawer, 1 transfile File Arrangement: By year, then alphabetically by name of street location or permittee</p> <p>Construction involving land acquired by the City of Rockville or dedicated to public use requires issuance of a permit by the Department of Public Works. Such construction generally includes paving, sidewalks, curbing and gutters, and driveways. Permits are issued under conditions specified in the City of Rockville Road Construction Code, Design Standards, and Standard Specifications. Issuance of permits are dependent on the filing of certain papers including posting of fidelity of performance bonds or in some instances agreements in lieu of bonds. The folders contain all or some of the following papers:</p> <p>Application for Permit Permit copy Performance (Fidelity) Bond or Agreement in lieu of bond Fee Receipt Copy Work Status Reports Correspondence Plans and drawings Bond Release copy</p> <p>Performance or fidelity bonds are "good and pleadable" for twelve years after issue (Annotated Code of Maryland, 1957 Edition as amended, Art. 57, Sec. 3) and the folders covering projects for which such bonds have been required by the City should be retained under Recommendation "A" below, all other folders are subject to Recommendation "B".</p> <p>A. RECOMMENDATION: RETAIN FILES REQUIRING PERFORMANCE BONDS FOR THIRTEEN YEARS AFTER PROJECT IS COMPLETED, THEN DESTROY.</p> <p>B. RECOMMENDATION: RETAIN ALL OTHER FILES FOR THREE YEARS AFTER COMPLETION OF THE PROJECT, THEN DESTROY.</p> | |
| 3. | <p><u>FILTRATION PLANT FILE</u></p> <p>Size: Letter size Dates: 1960 - - Quantity: 1 file drawer, 2 transfiles File Arrangement: Alphabetical by subject</p> <p>The Filtration Plant File contains material under the following subjects:</p> | |

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Electro-Rustproofing Contracts
Water Operating and Chemical Reports
Water Filtration Plant Correspondence
Water and Sewer Charts

Material having continuing value to the operation of the office should be retained for at least three years or until such value ceases. The recommendation below applies only to that material which has no further value after the three year period has elapsed.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

4. PERSONNEL FILE

Size: Legal size
Dates: 1960 - -
Quantity: 2 file drawers, 1 transfile
File Arrangement: By subject

The Personnel Files are arranged by subjects relating to the larger aspects of employment in the field of public works with an individual folder for each employee under the heading "Personnel" as follows:

American Public Works Association
Correspondence and Reports
Awards and Merits
Draftsman Applications
Field-Party Aide Applications
Personnel Folders (by name of employee)
Summer Employment Applications
Time Reports
Urban Renewal Payroll

The Personnel Folders are subject to Recommendation "A" below; all the operation of the office should be retained for three years or until such value ceases.

A. RECOMMENDATION: RETAIN PERSONNEL FOLDERS FOR DURATION OF EMPLOYMENT AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS, THEN DESTROY.

5. GENERAL FILE

Size: Legal size
Dates: 1955 - -
Quantity: 3 file drawers, 1 transfile
File Arrangement: Alphabetical by subject

The General File is arranged by broad subjects, with a further

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Works.

subject breakdown, not shown below, under each main entry:

Correspondence
Copies of Minutes of the Mayor and Council
Annexations
Apartments
Board of Education
Budget
Buildings and Grounds
Capital Improvement Program
City Maintenance
Civil Maintenance
Civil Defense
Complaints
Construction
Consultants
Deed Descriptions
Equipment and Supplies
Industrial Development
Inter-office Memoranda
Invitations to Bid
Mailing Lists
Permit Information
Radio Communication System Logs
Reports
Requisitions
Sewer Storm Drain
Shopping Centers
State Roads Commission
Subdivisions
Traffic, Parking, and Transportation
Urban Renewal
Washington Suburban Sanitary Commission

Material having continuing administrative or legal value to the operation of the office should be retained for three years or until such value ceases, whichever is later.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

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